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| D:\i2  Logo | Job Description – Store Clerk |

**Job Specifications**

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| Divisions Activity | Operation |
| **Director’s Title** | Operations Director |
| **Manager’s Title** | Logistics Manager |
| **Direct Superior's Title** | Warehouse Manager |
| **Position’s Title** | Store Clerk |
| **Number of Subordinates:** | None |
| **Number of holders of the same title** | 13 – 15 |
| **Work Station/Premises Location** | Branches Store |
| **Total Number of years of experience** | 3 years |
| **Professional experience** | 0 – 3 years experience handling a similar function |
| **Age (Average)** | 25 |
| **Required Qualifications** | Secondary school certificate or equivalent |
| **Major Responsibilities:**   * Responsible for store inventory by implementation the company SOP’s and its feedback systems to his direct supervisor. * Adhere and implement operating standard and process * Implement store work instructions. * Control Daily sales cycle including receiving goods, sales rep’s loading, daily retorting stock take, and van offload and DAP items receiving and storage * Handle Daily inventory cycle | |
| **Skills:** | |
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| * **Language Skills:** | |
| Good knowledge of the English Language is a must. | |
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| **Computer Skills:**  Professional users’ knowledge of MS Excel, Power Point | |
| **Other Skills:**   * Analytical Skills. * Time management. * Numerical aptitude. * Accuracy in forecasting. * Strong supervision stills. * Communication skills. | |
| **Person’s Profile**: (self-motivated, presentable, logical, good listener, communicative, self-confident, etc.) | |
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| Has eye for detail, accurate and confident | |
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